

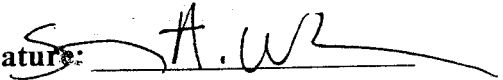
Evaluation of Position Description

Labor Category/FLSA: Nonexempt

 Current Position Description
 X **Proposed Position Description**

Date Prepared: 07/05/03

Approving Official: Name: Sheryl A. Wheeler
Title: HR Specialist

Signature: 

Position Title/Series/Grade: Boiler Plan Operator Leader (Maintenance), WL-5402-11

ORGANIZATION: Division of Property Management

Reference: OPM JGS Boiler Plant Operator, WG-5402, Mar 91; Heating and Boiler Plant Equipment Mechanic Series, WG-5309, 11/92; OPM Job Grading Standard, Leader, WL, Part I - Working Leaders, Jan 80; OPM Job Grading Standard, Non-Supervisory work performed WG-5402, Mar 91; OPM Job Grading Standard, Non-Supervisory work led WG-5402, Mar 91.

TITLE AND SERIES DETERMINATION: This position includes duties which involve the operation and operational maintenance of single and multiple fuel water or fire tube boilers and associated auxiliary and pollution control equipment. These boilers operate at various pressures and temperatures in automatic or manual modes to produce steam or high temperature hot water, to operate industrial and institutional facilities and equipment to generate electricity. The incumbent service as a working leader(maintenance) and be capable of relieving the BPO Leader (Shift). The Central Utilities operates and maintains: Five industrial high pressure steam boilers, each producing 150,00 - 200, 000 pounds of steam per hour at 165 psi, for a total steam plant capacity of 800,000 pounds of steam per hour: sixteen electrically driven industrial centrifugal refrigeration units of different manufactures utilizing refrigerant 12, 22, or 1392 in sizes from 3000 to 5000 ton capacity each, for a total plant capacity of 68,000 tons and three centrifugal air compressors, with a capacity of 1500 - 3000 CFM each. This industrial equipment is used to supply steam, chilled water and compressed air utility services to over 50 buildings housing a variety of research and medical facilities, a 470 bed research hospital and other administrative buildings located on the NIH reservation. Based on this review, the title and series, Boiler Plant Operator Leader (Maintenance) WL-5402 is the appropriate title and series for this position.

GRADE DETERMINATION: The incumbent must have a through knowledge of the many and various, complex, power plant equipment and systems and be capable of performing both operation and maintenance functions and be capable of relieving the BPO Leader (Shift). This job involves leading at least three other workers in the performance of trades or labor work. Since the leader duties substantially match those listed in the Job Grading Standard for Leader, as characteristic of the working leader, the job meets the criteria for evaluation by part I of that standard. The highest level of nonsupervisory work led by the incumbent is WG-11. Applying the Working Leader Grading Table, WG-11 as the highest level of nonsupervisory work led converts to WL- 11 for this position. Highest level of non-supervisory work performed Boiler Plan Operator, WG-5402-11.

CONCLUSION: In accordance with the classification practices and titling prescribed in the WG-5402 Series standard. The proper classification for subject job is therefore determined to be Boiler Plant Operator Leader (Maintenance), WL, 5402-11.

Boiler Plant Operator Leader (Maintenance)

WL - 5402 -11

I. Introduction:

The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM in one or more of the subordinate organizational components responsible for the provision of operations and maintenance of NIH facilities. The position is multi-disciplinary and requires the incumbent to be multi-skilled and flexible in the types and complexity of work performed. The position requires that the incumbent be able to work independently and take the initiative to complete the work assigned with a minimum of direct supervision regardless of the nature of the work thus requiring that specific trade skills be shared between staff members.

The Central Utilities operates and maintains: Five boilers operating at 150,00 and 200,000 pounds of steam per hour and 165 PSI, for a total capacity of 800,000 pounds of steam per hour: Sixteen electrically driven centrifugal refrigeration units, from 3000 to 5000 ton capacity each, for a total capacity of 68,000 tons: three rotary screw air compressors, with a capacity of 1500 - 3000 CFM each. The plant also houses high voltage, 13,800 volts, distribution equipment. This industrial equipment is used to supply steam, chilled water and compressed air utility services to a variety of research and medical facilities, a 470 bed research hospital and other administrative buildings located on the NIH reservation. The Power Plant is operated around the clock on a continuous basis.

II Duties and Responsibilities:

The incumbent serves as a working leader and assistant to the Boiler Plant Operator (BPO) Supervisor (Maintenance), in the Power Plant Mechanical Maintenance Group including 7 -15 Maintenance Mechanics assigned for power plant equipment and system maintenance.

Works along with the other mechanics assigned and sets the pace and demonstrates the proper work methods involved in accomplishing an assigned task.. Makes sure that the necessary materials, technical instructions and tools are available. Obtains required information or decisions from the supervisor on problems that come up during planning or performance of the work. Maintains a current knowledge of the boiler plant, refrigeration plants, and incinerator

plant. Answers questions from other power plant workers concerning proper procedures, policies, written or verbal instructions and other directives to be used to complete an assigned task. Inspects work while in progress and then when finished to determine that supervisor's instructions on work, sequence, procedures, methods, and deadlines were carried out. Assures that safety and housekeeping rules are followed. Reports to the supervisor on status and progress of work and causes of work delays. Under direction of supervisor shares the responsibility for the cleanliness of the maintenance group's assigned cleaning stations including maintenance or incidental painting.

Performs these duties and other related duties as assigned by power plant supervision.

III. Supervision and Guidance Received

The incumbent usually receives work assignments from the BPO Supervisor (Maintenance) but may also receive instructions or orders from the General Supervisor. Tasks are usually assigned by the supervisor in the form of verbal instructions but they may also be in written form and are general in nature. Expected to accomplish the assignment without immediate guidance or instruction. Performs his work using own judgement, work techniques and informational resources. Work effectiveness and that of the Maintenance Mechanics he is leading is spot check by his supervisor through causal observations and occasional inspections. In time of an emergency or in the absence of the BPO Supervisor (Maintenance) he is expected to react properly to any situation that should arise to keep the power plant systems in operation on an uninterrupted basis.

IV. Other Significant Factors:

Physical Efforts:

Incumbent is usually assigned to the day shift and works both indoors and outdoors. He is required to be on his feet most of his tour of duty; the work requires considerable walking, climbing ladders, bending, stooping, and crawling to inspect equipment or to operate equipment and systems. He kneels, stoops, crouches, and stands for long periods. He must be well coordinated in using his eyes, hands, legs, and body in leading or instructing assigned personnel in the operation and maintenance in confined spaces and awkward locations. Frequently required to lift, carry or otherwise handle items weighing 10- 40 pounds and occasionally weighing as high as 100 pounds. He may be exposed to potential hazards while working near operating machinery such as boilers bursts, steam leaks, toxic amounts of gas, smoke, fumes, and odors, soot electric shock, scalding water, and burns from hot surfaces or chemicals, and etc.

Additional Knowledge:

The incumbent must have a thorough knowledge of the many and various, complex, power plant equipment and systems and be capable of performing both operation and maintenance functions and be capable of relieving the BPO Leader (Shift) or any WG-11 BPO at any time and all stations in the power plant assigned areas. He must be proficient in the use of all the "tools of the trade" required in the inspection, maintenance, repair and installation of power plant equipment such as installed at NIH. Must be proficient in written and spoken communications and must have demonstrated leadership capabilities. He may be assigned as Acting BPO Supervisor (Maintenance) during scheduled or emergency annual or sick leave of the BPO Supervisor (Maintenance).